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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

HIGHER EDUCATION DEPARTMENT

Notification

The 23rd November, 2021

No. 24/3-2019 UNP (5).— In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Ashoka University of Sonapat to frame its First Ordinance.

ANAND MOHAN SHARAN,
Principal Secretary to Government Haryana,
Higher Education Department, Chandigarh.

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CHAPTER 1

Short Title, Scope and Commencement

- 1.1. The "Ordinance" means the First Ordinance of Ashoka University Sonapat, Haryana framed under section 32 of the Haryana Private Universities Act 2006 as amended up to date.
- 1.2. The Ordinance shall come into force with effect from the date of approval by the State Government and/ or their notification in the State Gazette as per Section 32 (3) & (4) of the Act, whichever is earlier.
- 1.3. The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006, as amended from time to time.
- 1.4. Subject to the provisions of the Haryana Private Universities Act, 2006, as amended, nothing in this Ordinance shall debar the University from amending the Ordinance in part or whole.

CHAPTER 2

DEFINITIONS

- 2.1. "Academic Council" means Academic Council of the University constituted as per the Act;
- 2.2. "Academic Year" means a period of nearly twelve months devoted to complete the requirements specified in the scheme and curriculum of the concerned programmes(s) and apportioned into semesters or terms or annual term as applicable stipulated in the Ordinances;
- 2.3. "Act" means the "Haryana Private Universities Act of 2006" as amended from time to time;
- 2.3 A. "Admission Cycle" means
- 2.4. "Admission Policy" means Admission Policy & Selection Process as notified in ordinances/ statute of the University;
- 2.5. "Annual Term"- a programme which encompasses full academic year is applicable;
- 2.6. "Applicant"/"Candidate" means the person seeking admission to the University;
- 2.7. "Apply" means submission of the application for admission by an applicant on a prescribed format along with all the required documents and processing fee (if applicable);
- 2.8. "Approved" by University means approved by prescribed authority of University as per Act;
- 2.9. "Authority" means competent authority as per the Act including Governing Body, Board of Management, Academic Council and / or any other authority duly constituted by Governing Body;
- 2.10. "Board of Management" means Board of Management of the University constituted as per the Act;
- 2.11. "Chancellor" means Chancellor of Ashoka University, Sonapat, Haryana;
- 2.12. "Committee" means committee duly constituted by the Chancellor/Vice-Chancellor of the University;
- 2.13. "Course" means the basic unit(s) of degree / diploma (B.A., B.Sc, M.A., Ph.D, PG Diploma) of instruction, teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum and carrying a distinctive code no. and specific credits/marks assigned to it;
- 2.14. "DAA" means the Dean of Academic Affairs;
- 2.15. "Decided by the University/ University may decide/ Decision of the University" means as decided by the Vice-Chancellor with the competent authority of the University;
- 2.16. "DFR" means the Dean of a Faculty and Research;
- 2.17. "Fee" means collection made by the University from the students by whatever name it may be called;
- 2.18. "Governing Body" means Governing Body of the University constituted as per the Act;
- 2.19. "Government" means the Government of the State of Haryana;
- 2.20. "Hostel / Halls of Residence" means a place of residence for the students of the University;
- 2.21. "Prescribed" means prescribed by rules made under the Act; or as in Admission Policy;
- 2.22. "Programme Coordinator" means the Head of the Department (HOD);
- 2.23. "Programme(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University;
- 2.24. "Rules" means the Rules made by the University under the 'Haryana Private Universities Act 2006 as amended from time to time;
- 2.25. "Schedule of Examination" - means a table giving details about the time, day and date of the commencement of each course which is a part of a scheme of examinations and shall also include the details about the practical examinations (if applicable);
- 2.26. "School" means a group of academic departments of similar disciplines;
- 2.27. "Seal" means the common seal of the University;
- 2.28. "Semester System" - a programme wherein each academic year is apportioned into two semesters as applicable;
- 2.29. "Sponsoring Body" in relation to the Ashoka University Sonapat, Haryana is "International Foundation for Research and Education (IFRE)";
- 2.30. "Statutes", "Ordinances", "Regulations" and "Rules" mean respectively, the Statutes, Ordinances, Regulations and Rules of the Ashoka University Sonapat, Haryana made under the Act;
- 2.31. "Term" – a programme wherein each academic year is apportioned into number of terms as applicable;

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- 2.32. "Trimester System" – a programme wherein each academic year is apportioned into three terms as applicable;
- 2.33. "University" means Ashoka University Sonapat, Haryana established under Haryana Private Universities Act of 2006 as amended by Act 21 of 2014 and Gazette Notification Number Leg. 24/2014, The 2nd May, 2014;
- 2.44. "Website" means current website of Ashoka University
- 2.34. The terms which are not defined here will have the same meaning as given in the Act or the Statutes of the University.

CHAPTER 3**ADMISSION OF STUDENTS & THEIR ENROLLMENT****GENERAL**

Ashoka University, Sonapat, Haryana has been established by the Haryana State Private Universities Act 2006 as amended by Act 21 of 2014. Ashoka University, Sonapat, Haryana is a Private University recognized by UGC. Ashoka University, Sonapat, Haryana has been included by UGC in their select list of approved Universities.

The said Ordinance has been prepared as per the Haryana Private Universities Act No. 32 of 2006 to ensure that admissions are made strictly in accordance with merit in a fair and transparent manner in the interest of all concerned. This Ordinance gives the **ADMISSION POLICY & SELECTION PROCEDURE** for the University and has been approved by the prescribed authority of the University. In tune with emerging requirements, programmes may be added as per the Act from time to time. Based on this Ordinance a Policy and Procedure for Admission and Selection containing detailed admission rules, procedures and guidelines for selection will be issued by the University on year to year basis before commencement of the academic year for admission and enrollment of students for Programmes of the University.

3.1. ADMISSION TO UNDERGRADUATE PROGRAMMES:**ADMISSIONS PROCESS****(1). Submitting the Application Form**

Applicants must fill the application form online through the website. An applicant cannot submit more than one form in one admissions cycle. There is no fees/cost for submitting an application.

(2). Components of the application form:

1. Personal and demographic details
2. Academic performance from class IX to XII
3. Extra-curricular and co-curricular participation
4. Leadership roles and social impact
5. Essays (to be written by the Applicant only)
6. Standardised Test scores such as the SAT or ACT (optional)
7. Letter of Recommendation (highly recommended but optional, only one Recommendation Letter can be submitted)
8. Financial Aid (only applicants who wish to apply for financial aid need to fill this section)

(3). The Interview Rounds

Once the application form has been submitted, it is reviewed by the Admissions Committee which shortlists applicants for the interview round. Interviews are conducted across multiple locations in India depending on the applications received. Shortlisted students are required to attend the interview in person. In case an applicant is unable to appear for the interview at any of the given venues, he/she may attend the interview over Skype.

Components of the Interview rounds:

1. On the spot essay – Mandatory (30 minutes)
2. Ashoka Aptitude Test –Mandatory, but optional for SAT/ACT takers (90 minutes)
3. Interview with the Admission Committee panel – Mandatory
4. Shortlisted applicants will be informed about the details of the interview process on their registered email address.

(4). Application Policies

1. The choices of preference majors specified in the application form are indicative in nature. Students will have to declare their major at the end of the third semester
2. The applicant cannot apply more than once in the entire admissions cycle Duplicate applications will not be considered and might lead to rejection of the applicant's candidature
3. Admission to the University is merit-based, while financial aid is need-based. An applicant's selection to the programme is not affected by the information submitted in the Financial Aid Section

4. Misrepresentation of facts or any information in an applicant's application form would result in cancellation of his/her candidature or withdrawal of his/her offer of admission
5. The component of the Interview round at which an applicant applies, does not affect his/her chances of admission
6. All decisions of the Admissions Committee are final. No request for reevaluation of an applicant's application will be considered
7. The Admissions process will be followed in its entirety on the basis of the merit of the applicants, and no other formal or informal recommendations from or through any individual(s) will be entertained or considered.

(5). Admissions Policies

Once the applicant has completed all the components of the interview process, the Admissions Committee will evaluate his/her candidature. University's admission decisions are based on the following policies:

1. The University does not have a deferral policy. The admission offer is only valid for the Undergraduate Programme starting in August of the academic year for which the applications are called for. If the Applicant wishes to join in August of next academic year, he or she will have to reapply and go through the entire admissions process in the next admissions cycle
2. The University does not accept credits transfer from other universities. If any student wishes to apply, he or she will have to start as a first-year Undergraduate student at the University
3. To get a firm offer of admission from the University, an applicant needs to have taken the SAT or ACT or Ashoka Aptitude Test (AAT) or have their final class XII board scores. Our DI Code for SAT applicants is – 7343. All applicants applying with SAT/ ACT scores need to send us their official transcripts
4. Applicants without any one of the above scores are not eligible for a firm offer
5. For applicants whose final class XII board scores are not available at the time of evaluation, the score obtained in SAT/ACT or the Ashoka Aptitude Test may be used to make a firm offer of admission. This is especially helpful for the first round of admissions where most applicants may not have their final board score.
6. The higher score out of Ashoka Aptitude Test or ACT or SAT or board marks will be considered while taking a decision on an applicant's candidature
7. No applicant will be rejected before receiving the final class XII board scores
8. Once applicants have gone through the interview round they can expect to receive one of following communications—
 - Firm offer of admission
 - Conditional offer of admission
 - Deferred offer of admission (possibility of an offer after receiving final class XII marks)
 - Denial of admission

(6). Aptitude Test Policies

The Ashoka Aptitude Test is mandatory for applicants who are shortlisted for the interview process. However, it is optional for applicants who have previously taken the SAT/ACT.

1. The Ashoka Aptitude Test is a multiple choice aptitude test with questions on verbal, quantitative, logical and analytical reasoning
2. The test is conducted online
3. A sample Ashoka Aptitude Test will be uploaded in the website.
4. The Ashoka Aptitude Test will be administered on the day of the interview and will be conducted at the interview venue
5. The Ashoka Aptitude Test / SAT / ACT assists an applicant in getting a firm offer of admission in the absence of Class XII board score

(7). Board-Specific Policies**1. Indian Boards:**

- (a). Ashoka University recognises all boards approved by the COBSE.
- (b). Applicants who have appeared for their final board examinations are required to submit the scores of all the subjects they have undertaken as a part of their class XII final board examinations
- (c). In case an applicant is awaiting his/her final examination results at the time of filling in and submitting the application form, he/she is required to submit their predicted grades/scores. Predicted grades/scores are the estimated final grades/scores of the class XII board examinations. The predicted grades/scores may be provided by the school counsellor/any other relevant school authority. In the absence of official predicted grades/scores, applicants also have the option of submitting self-predicted grades/scores
- (d). In case an applicant has received only grades instead of numeric scores in class XI and/or XII, applicants will have to submit a school-approved conversion scale for the Admissions Committee to be able to convert the grades into numeric scores
- (d). The University follows the CBSE-prescribed scale for converting GPA to numeric scores in case of CBSE students
- (e). The University follows the COBSE-recommended scale to compare grades/scores across different Indian boards.

2. International Boards:

- (a). The University accepts students from all +2 level qualifications recognised by the Association of Indian Universities (AIU). Please click here to view the complete list of boards recognised by the AIU.
- (b). For International Baccalaureate (IB) students, only applicants enrolled under the Diploma Programme and awarded the Diploma of the International Baccalaureate are eligible to apply for the undergraduate programme at the University. Students enrolled in and awarded the IB Certificate Programme are not eligible to apply or receive admission into the University.
- (c). For students enrolled in the Cambridge Board, applicants must appear for a minimum of 3 subjects at the A-level to be eligible to apply to the undergraduate programme at the University.
- (d). For all other boards, students are required to share a conversion sheet/normalisation scale or any detailing around the grading/scoring system used by the board/school authorities with the Admissions Committee.

(8). Discipline-Specific Policies:

Students who wish to pursue Economics/Economics and Finance/Mathematics/Computer Science/Computer Science and Entrepreneurship/Computer Science and Mathematics/Physics should have studied Mathematics in their senior school years.

3.2. ADMISSION TO POSTGRADUATE PROGRAMMES:

The University offers three types of postgraduate programmes at present. The first is the PG Diploma in Liberal Studies (YIF- Young India Fellowship), a one-year multidisciplinary diploma programme in Liberal Studies. Fellows then, have the option to pursue their M.A. in Liberal Studies (MLS) after graduating from the PG Diplomain Liberal Studies (YIF). Fellows who have been accepted by the University faculty mentor to work on a specific research project as a graduate assistant, stay back for an additional year to pursue their MA in Liberal Studies. The programme is highly interdisciplinary and entails coursework from a variety of disciplines.

Apart from this, the University's Masters programme in Economics has been developed to provide students with the opportunity to be trained in modern Economics by highly qualified economists.

1. MASTER'S PROGRAMME IN ECONOMICS

Admissions to the programme, is based on an entrance examination that will be held in multiple centres around the country. Students who are offered admission on the basis of this entrance examination will need to hold a recognized undergraduate degree at the time of admissions.

2. M.A. IN LIBERAL STUDIES

- (a). Admissions to the Master's in Liberal Arts programme is restricted to graduates of the Young India Fellowship (YIF). This is a degree programme taken by students who have graduated with a PG Diploma in Liberal Studies from the Young India Fellowship, and have been accepted by the University faculty mentor to work on a specific research project as a graduate assistant.
- (b). The Master of Arts (MA) in Liberal Studies at the University is a 32-credit, one-year programme taken by students who have graduated with a PG Diploma in Liberal Studies from the Young India Fellowship, and have been accepted by a theUniversity faculty mentor to work on a specific research project as a graduate assistant. The programme is highly interdisciplinary and entails coursework from a variety of disciplines, including the humanities, social sciences, behavioral sciences and the natural sciences.
- (c). The purpose of a Master of Arts in Liberal Studies is to train students to think critically about their disciplines of interest, while deriving insights from other disciplines. Students are allowed the flexibility to design their own curriculum, in consultation with their faculty mentor, and often choose to work on projects across two or more disciplines. The focus is on nurturing curiosity for intellectual challenges and building the skills for research.
- (d). In addition to the coursework and assistantship, students are required to work on a research-intensive capstone project, which is expected to culminate in a traditional Masters thesis, or a creative project like a book or film.

3. PG DIPLOMA IN LIBERAL STUDIES (YIF)**(a). Eligibility Criteria**

The eligibility criteria to apply for the YIF are:

1. A recognised undergraduate or postgraduate degree in any discipline
2. Maximum of 28 years of age on 31st May of admission year
3. Decent academic record and extra-curricular engagement
4. Decent written and verbal communication skills

(b). Profile

Given the unique nature of the programme there is no 'particular' kind of profile for a Young India Fellow. However, the following points are being presented to give a broad idea of what we look for. A Young India Fellow could be someone who has:

1. A deep-rooted ambition to solve problems and make an impact on the society
2. Passion for an idea or issue which could have wider social/business/academic implications
3. The humility to believe that he/she needs to learn more
4. The willingness to think differently and chart a new course
5. A demonstrated ability to overcome challenges
6. Qualities of integrity, self-awareness, energy, initiative and open-mindedness
7. An above-average academic record

(c). Selection Process

Applicants are required to submit a detailed application dossier. The selection process will be carried out in 3 stages, each one being an elimination stage.

1. **Application Assessment:** All applications are reviewed by the selection committee consisting of faculty and executive members of the programme. Candidates are evaluated on the basis of their academic performance through school and college and their involvement in extra-curricular activities. Their interests and concerns along with their thoughts and motivation for a meaningful life as expressed in their essays are also considered.
2. **Telephonic Interview:** Short-listed candidates are interviewed on the telephone. Candidates will be notified in advance about when the telephonic interview will take place. It is typically a conversation regarding the information that the

candidate has mentioned on their application and may include a discussion about their areas of interests. The duration of the interview is usually around 20 minutes. This is an elimination round meaning if selected in this round they move on to the Personal Interview.

3. **Comprehension Test and Personal Interview:** On the day of the Personal Interview, candidates will be required to take a comprehension test just before the interview. They will be tested on their reading, understanding, articulation skills and critical thinking ability, not on their knowledge of subject matter. Candidates are interviewed in Delhi, Mumbai, Kolkata, Chennai or Bangalore. International candidates have the option to interview on Skype.

The final selection will be based on the cumulative score of all the 3 stages.

4. **POSTGRADUATE DIPLOMA IN ADVANCED STUDIES AND RESEARCH (DIPASR)**

(a). **Eligibility:**

All University students graduating with Bachelor's Degrees at the end of their third year, or who have completed at least 92 credits by that time of their degree programme, are eligible for admission into the Postgraduate Diploma in Advanced Studies and Research programme, also known as the Ashoka Scholars Programme (ASP)

All undergraduates graduating with Bachelor's Degrees at the end of their third year, or who have completed by that time at least 92 credits of their degree programme, are eligible for admission into the Postgraduate Diploma in Advanced Studies and Research programme, also known as the Ashoka Scholars Programme (ASP). Students must formally apply for admission to the ASP by the end of the Monsoon semester of their third year.

Students who need to complete up to 8 credits of their undergraduate degree must do so within Semester 1 of ASP. The ASP offers students a defining liberal arts experience that blends academic rigour with a wide range of elective options across a variety of subjects.

These options include:

1. Completing an Advanced Major: three more courses and a capstone thesis in one's Major field
2. Completing a Minor
3. Completing a Concentration
4. Converting a Minor or previously taken elective courses into a Second Major Equivalent
5. Undertaking the Ashoka Quest, a year-long social internship programme
6. Taking any courses they wish, without completing any of the above options

(b). **Academic Requirements for the ASP**

A total of 32 credits is required to graduate from the ASP with a Postgraduate Diploma in Advanced Studies and Research, though students can complete up to 40 credits during their ASP year. The minimum credit requirement per semester is 16; students must take no less than 4 and no more than 5 courses per semester. In case of students trying to complete their undergraduate degree requirements, a maximum of 6 courses will be allowed in Semester 1.

ASP students are eligible to take any undergraduate course offered at the University for which they have fulfilled the prerequisite(s). If students opt to take extra courses in their undergraduate Major subject, they will take unique 400-level seminars that are cross-listed as 300-level courses for third-year undergraduate students, as well as a unique 400-level Capstone Thesis independent study in the Spring semester. If students opt to complete a Minor or Concentration, or to convert a Minor into the equivalent of a second Major, they will take courses as per the requirements of the specific Minor/Concentration/Major programme. If students opt to undertake the Ashoka Quest, they will take two 4-credit courses

(one in the Monsoon and one in the Spring) offered only to ASP students, as well as a three-week internship during the Winter Intermission.

(c). **Specific requirements for each of the options:**

1. Advanced Major

All ASP students, by completing the Postgraduate Diploma in Advanced Studies and Research, will become eligible to apply for postgraduate programmes in North America and other parts of the world that require 12 years of study at the secondary school level and 4 years of study at the university level.

ASP students who hope to apply for higher studies in their Major subject or a related field are advised to complete 4 more courses in that subject – two per semester. By doing so, they will qualify for an Advanced Major.

The specific requirements are as follows:

Monsoon: 2 400-level seminars (one of which may be a Capstone Thesis preparation course)

Spring: 1 400-level seminar and 1 Capstone Thesis Project

The Capstone Thesis Project will be completed as per specific programmatic requirements under the supervision of an advisor and a second reader. Projects will vary in length and form from programme to programme, but they must be academically rigorous exemplars of postgraduate-level research. Students must submit and defend a proposal for a Capstone Thesis Project by the end of November in the Monsoon semester; they must defend the project by the end of examination week in the May of the Spring semester.

2. Minor

ASP students can complete the University-approved Minor by taking six approved courses in any given Major or Minor programme. Courses taken in the Minor subject during a student's Bachelor's Degree will be credited toward the Minor that appears on the student's PG Diploma transcript. Normally Minors will require ASP students to take at least one and no more than six courses in the Minor subject during the PG Diploma year.

3. Concentration

ASP students can complete University-approved Concentration by taking four approved courses in any given Major or Minor programme, including approved multidisciplinary subjects that are not represented by Major and Minor programmes. Courses taken in the Concentration subject during a student's Bachelor's Degree will be credited toward the Concentration that appears on the student's PG Diploma transcript. Normally Concentrations will require ASP students to take at least one and no more than four courses in the Minor subject during the PG Diploma year.

4. Second Major Equivalent

ASP students can complete University-approved Second Major Equivalent (SME) by taking twelve approved courses in any given Major programme. Courses taken in the SME subject during a student's Bachelor's Degree will be credited toward the SME that appears on the student's PG Diploma transcript. Normally SMEs will require ASP students to take at least six and no more than ten courses in the SME subject during the PG Diploma year. Students can also complete a Capstone Thesis Project in their SME subject (see Expanded Major requirements above) as part of the required twelve courses.

5. Ashoka Quest

ASP students can complete a year-long social internship programme called the Ashoka Quest. The Quest partners students with organizations outside of the University and exposes them to real-life problems faced by Indian communities, ranging from sanitation challenges and gender inequality to lack of digital access and literacy. The programme is divided into three parts:

- (i). **Preparation:** a semester-long 4-credit course that offers modules on social impact and philanthropy, leadership, fieldwork, and digital engagements with non-urban and non-Anglophone communities designed to prepare students for the challenges of the internship; some ongoing work with local Haryana village communities will be part of the preparation.
- (ii). **Practice:** a three-week internship during the Winter Intermission, living and working with a community outside of Ashoka University. The internship will involve mentored student teams working closely with an organization already familiar with the community.
- (iii). **Processing:** a semester-long 4-credit course that responds to the experience of the internship; the response will entail a series of follow-up assignments with the mentoring organization and a final team project that will be presented at a day-long Quest symposium for students, mentors, and faculty. This project will be either analytic or creative; it can be a formal report, a play, a film, an installation.

3.3. MINIMUM ELIGIBILITY CRITERIA:

To be eligible for admission to the first year of any of the programmes offered by the University, a candidate must fulfill the minimum eligibility criteria for the particular programme as decided by the University.

The said minimum eligibility criteria for admission to any programme shall be notified by the University on the official website of the University well in advance before the start of the admission process.

3.4. MERIT CRITERIA FOR ADMISSION:

Though the University does not conduct any professional or technical courses, the students are admitted on merit only on the basis of their marks obtained in the Plus-two Exam/ graduation / post-graduation and extracurricular activities. In addition, in order to determine a candidate's suitability to the programme a written test cum /interview is conducted.

3.5. GENERAL CONDITIONS:

1. No candidate shall be admitted to any programme(s) offered at & allowed to sit in any of the examination of the University unless he/she satisfies the eligibility conditions laid down for the relevant programme(s). The admissions of the applicants to the programme will be purely provisional subject to verification of their eligibility by the University as per rules and regulations in force. In case, a student is found ineligible at a later stage, the provisional admission granted to him/her by the University shall stand cancelled, and he/she will have no right for admission to the programme or refund of fee paid by him/her.
2. No student shall be admitted to any class, course, programme, or any examination of the University unless he/she has been enrolled /registered as a student of the University. This condition may be waived off for the students and the scholars studying/falling under Students Exchange Programme in association with any other University, deemed University or autonomous Institutions.
3. Students/ Parents are cautioned not to use any intermediary or broker for securing admission. Besides being illegal, such an action could render the candidate ineligible to participate in the admission process.
4. A candidate who wishes to be admitted after a gap period of one year and/ or, more (after passing the qualifying examination) shall submit his / her application along with an affidavit duly Notarized, justifying the reasons of gap period and certifying that he/ she had not taken admission in any college / University / institution and had not been rusticated or had not been sentenced to Jail for a criminal offence. He/she will necessarily have to comply with the minimum eligibility criteria applicable in the year of admission.
5. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as spelt out in the Admission Policy & Selection Procedure as notified in the Admission Notice from time to time.
6. The Office of the Academic Affairs (OAA) / IT Department of the University will maintain and keep a record of all students (Undergraduate, Postgraduate, Ph.D. and Diploma) enrolled and pursuing their studies in the University.

7. Data of each student, called "Record" containing the name in full shall be maintained, in respect of each student, the name of Father & Mother, date of birth, permanent address, programme admitted to, year of admission, particulars of the last examination passed, details of University examination appeared and their results with roll number, details of degrees obtained, University scholarship/ medal/ prize awarded, if any and any serious penalty awarded to him/her by the faculty or authority of the University shall be maintained.
8. Every student shall attend his/her classes regularly as per the criteria laid down by the University and/or regulatory body from time to time. If a student remains absent, without leave of absence, from his/her classes for a continuous period of 90 days without any valid reason, his/her name shall be struck off from the rolls of the University / Faculty / Department concerned irrespective of the fact that he/she has paid his/her dues in part or full. However, the student may be re-admitted, subject to acceptance of an undertaking furnished by him / her and satisfaction of the concerned Dean on payment of such fee as prescribed for the purpose from time to time in addition to arrears of fee, if any, provided that the head of the Department/ Director/ Dean is satisfied that if re-admitted, the student will not fall short of requisite percentage of attendance/lectures etc.
9. In case, the Admission Committee of the University is not satisfied with the character or antecedents of an applicant(s), in the overall interest of maintaining the academic standards and discipline in the University, the University retains the exclusive right not to admit him/her to the University.
10. Students registered under this Ordinance shall be called "students of the University". A student who is not registered shall not be admitted to any University examination.
11. Application for correction in the particulars of a student/candidate shall be entertained by the University on the written request from the student / candidate with the supporting documents.
12. A student, who furnishes the particulars, and if these are found to be false, or suppresses the material information, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.
13. The candidates appearing for compartment examination(s) may also apply for admission. However, it is made clear that they must comply with the minimum eligibility criteria one day prior to the date of display of the first admission list, failing which they shall not be considered for admission. Proof of clearing the compartment examination(s) shall be submitted by the student(s).

3.6. TOTAL INTAKE OF STUDENTS:

1. The number of seats available in each programme will be notified in the admission information for the year of admission, and the same shall be as per prescription / approval of the respective regulatory body wherever applicable. The reservation of seats in all undergraduate, postgraduate and Ph.D. Programmes will be as per section 35 (3) of the Haryana Private Universities Act, 2006, as amended from time to time.
2. 25% of seats in each department for admissions in the University shall be reserved for students belonging to Haryana Domicile, out of which 10% shall be reserved for Scheduled Castes of the State of Haryana.
3. Intake is subject to change by the University. In case, there is any new programme/ discipline offered and / or increase or decrease in intake in existing disciplines, the ratio of reservation will be the same. Introduction of a new discipline(s) and / or increase / decrease in intake, if any, shall be notified by the University on its official website before commencement of the start of admission of academic session.

3.7. ELIGIBILITY UNDER VARIOUS CATEGORIES:

- a. **All India Category (Other than Haryana Domicile):** A candidate applying from any part of the country (including Haryana), who complies with the minimum eligibility criteria.
- b. **Haryana Domicile (General):** A candidate, who is a domicile of Haryana or has passed his qualifying or equivalent examination from a recognized school/ University in Haryana and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.

- c. **Haryana Domicile (Scheduled Caste):** The candidate must be a domicile of Haryana and from a Schedule Caste of Haryana, as notified by the State Govt. and should comply with the minimum eligibility criteria. Scheduled Caste Haryana candidates before being considered in their own category will first be considered under Haryana General Category, if they do not get a seat under All India Category. Unfilled seats, if any, under this category will be transferred to the Haryana General category and if they are still unfilled, they will be transferred to the All India Category (Other than Haryana Domicile).
 - d. **Unfilled Seats:** The unfilled seat(s), if any, under Haryana General will be transferred to the All India general category. A candidate, who applies under a reserved category, will first be considered under the All India Category.
- 3.8. PROCESSING FEE:**
A processing fee as decided and approved by the University from time to time and from programme to programme must be submitted with the duly completed application form. The processing fee shall not be refunded under any circumstances whatsoever.
- 3.9. SECURING ADMISSION:**
Students whose names selected in the first / second / third / fourth merit cum admission list will be notified by email by the University, must deposit their first semester fee and other fees as per the notification in full before the last date notified for the purpose to secure their admission. In the event a student fails to deposit his/her notified fee on or before the date specified, the offer of admission will stand automatically withdrawn and the student will have no claim whatsoever on the seat.
- 3.10. SCHEDULE OF FEE & FEE CONCESSION:**
Schedule of fee will be as per email sent by University from time to time and from programme to programme. Fee concession for students will be as per the offer letter issued to the students at the time of admission.
- 3.11. DOCUMENTS REQUIRED FOR ADMISSION:**
- a. A list of documents required at the time of admission for verification/ submission will be mentioned either on the website of the University or by sending the email to the students. The Original Transfer and Migration Certificates submitted by students at the time of admission becomes the property of the University and therefore will not be returned.
 - b. Admitted students will be issued a new Transfer Certificate and Migration Certificate under the seal of the University on completion of the degree or if/when they withdraw their admission.
- 3.12. GRIEVANCE REDRESSAL:**
- a. Grievance/complaints, if any, against any action/decision of the Admission Committee can be made in writing to the University authority and the University authority shall address the same.
 - b. In case, there is any ambiguity whatsoever with respect to the Admission Notices, Prospectus, Admission Brochure, Admission Notification, Website information, Rules and Regulations, Ordinance, or any other matter relating to admissions, Vice Chancellor's a written interpretation/ clarification/ decision from the office of Vice Chancellor shall be final and binding on all concerned.
- 3.13. CANCELLATION OF ADMISSION / REFUND OF ADMISSION FEE:**
- a. All requests for cancellation/withdrawal of admission must be made in writing along-with the original fee receipt quoting the programme in which admission was granted. Requests made verbally shall not be entertained.
 - b. Refund of fees will be as per the University Grant Commission (UGC) notification issued from time to time.
- 3.14. NO SEAT CAN BE FILLED AFTER THE LAST DATE OF ADMISSION:**
No seat(s) can be filled after the last date of admission. Under the circumstances, if unfilled seat(s) are not filled before the last date of admission, such seat(s) will remain vacant for the entire duration of that programme. No lateral entry admissions will be made by the University in any programme (including diploma programme (s)) directly to the 2nd Semester / 2nd Year of the programme.
- 3.15. HELP DESK – ASSISTANCE TO THE CANDIDATES SEEKING ADMISSIONS**
In order to provide information regarding all aspects of admission process during admission, the University may nominate an executive/create help desks occupied by counselors for the assistance of

the candidates desirous of seeking admission in the University and to answer their telephonic/e-mail queries.

3.16. LIMITED LIABILITY:

All admissions made by the admission committee are subject to confirmation by the authority of the University. If the admission of any candidate(s) is not confirmed by the authority of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees Paid by the candidate(s) and that there shall be no further consequent liability on the University and / or any of its employee(s).

3.17. JURISDICTION:

Disputes, if any, arising out of any admission policies & selection procedures of the University shall be the subject matter of Sonepat jurisdiction only.

3.18. ZERO TOLERANCE POLICY:

- a. Ragging, its abetment, eve-teasing and / or any kind of mental or physical or sexual harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India vide its order dated 08/05/2009 in the case titled " University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009 (2009) 15 Supreme Court Cases 301 and the UGC Regulation on Curbing of the Menace of Ragging in Higher Educational Institutions, 2009 as amended from time and the University's various policies prohibiting ragging or sexual harassment.
- b. Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdyism or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student shall constitute an act of ragging.
- c. Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills within the University campus is strictly prohibited.
- d. Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises is strictly prohibited by law.
- e. Carrying a fire arm or any dangerous weapon in the University campus is strictly prohibited.

3.19. AMENDMENTS TO ADMISSION POLICIES & SELECTION PROCEDURES:

The Ordinance and the Admission Policy & Selection Procedure, as above, may be reviewed and amended from time to time subject to the approval of the prescribed authority.

CHAPTER 4

DETAILS OF COURSE OF STUDY

- 4.1. The University began its academic journey in 2014 as a Liberal Arts University with departments in Humanities, Social Sciences, Economics and the Mathematical Sciences. In 2017 it has added two key components in the Natural Sciences – Biology and Physics.
- 4.2. There are 11 departments that offer a full 12 course Major or Honours degree, 8 that currently offer 6 course Minor for students, and in addition some inter-disciplinary Majors are also offered.
- 4.3. Unique to the University are the Foundation Courses that students are required to take to strengthen their understanding of the foundations of thought and ways of thinking. As a consequence of this, the University has built up a pedagogy and academic culture that pays equal attention to depth and breadth.
- 4.4. Meanwhile, the University has made rapid progress as a research intensive university and research interests of the faculty have led to the creation of independent centres and more such centres are set to grow.

Degree Structure

The University offers 6 Academic Courses leading up to degrees.

1. Three year undergraduate honours course leading to BA/B.Sc. degree.
2. Fourth Year Courses for Ashoka graduates leading to DipASR (PG Diploma in Advanced Studies and Research).
3. Two year Masters course currently being offered by the Economics Department leading to M.A. degree
4. Ph.D. Programme leading to Ph.D. degree.
5. One year Young India Fellowship Programme leading to a Post Graduate Diploma in Liberal Studies.
6. Additional one year studies after YIF leading up to the M.A. (Liberal Studies) MLS (Master of Arts in Liberal Studies) degree.

CHAPTER 5

Award of Degrees, Diplomas, Certificates and other Distinctions – Qualifications and grant of Degree

- 5.1. The procedure for award of degrees, diplomas, certificates and other academic distinctions by the University shall be as follows:
- 5.2. The students who have been enrolled in various certificate, diploma or degree programmes at the University, on their successful completion and passing of prescribed examinations and fulfilling conditions, shall become entitled to receive the award of the corresponding certificate, diploma or degree for that programme, as the case may be, as provided in the rules and regulations for respective certificate, diploma and degree programmes from time to time.
- 5.3. The information regarding curriculum and scheme of examination shall be as given in the respective syllabi of certificate, diploma and degree programmes.
- 5.4. Where the number of chances for passing a particular examination is limited, a candidate who fails to pass the examination within the limited chances even after exhausting all the chances, may be considered for an additional chance by the Vice-Chancellor on his/her written prayer on genuine reasons/medical grounds and on payment of such fee as prescribed from time to time.
- 5.5. The University convocation shall ordinarily be held every academic year.
- 5.6. The University may hold a special convocation at any time as approved by the competent council.

CHAPTER 6

Fee Concession, Fellowships, Medal and Prizes

- 6.1. The University is committed to making its world-class education accessible & affordable for students from all walks of life. This is made possible through need-based Financial Aid philosophy. While admission to the University is based on academics, extra-curricular activities and other holistic principles, financial aid is assessed entirely on the basis of the financial standing of the student's family. The University's endeavour is to provide necessary financial support which can help student bridge the gap between the cost of the programme and ability to pay.
- 6.2. The Financial Aid Form will be enabled only for those candidates who have been made a Firm Offer of Admission to the University. Candidates are recommended to take help from parents/ guardians while filling the financial aid form. Candidates will have 7 days after they receive a Firm Offer of Admission to complete the Financial Aid Form. All relevant details and instructions will be emailed to the successful candidates.
- 6.3. The student has to complete the financial aid form and upload the supporting documents: Instructions for Completing the Financial Aid Application Form are as follows:
 - a. Take the help of a parent/guardian while completing the Financial Aid Application Form.
 - b. Add the email address 'financialaid@ashoka.edu.in' to the student's inbox address book so that the mails you receive from this ID does not go into spam.
 - c. Answer the questions clearly and honestly. Applications containing discrepancies, misleading information and lacking essential documents will be rejected without any further queries.
 - d. Before the student begins, he or she is advised to scan and save the documents as JPG/PDF files of sizes under 2MB. The resolution of the files should be a minimum of 200 DPI, which is readable. Alternatively, the student can also attach a zip folder of a zip file not larger than 2 mb containing all the documents.
 - e. Fill all mandatory fields with the correct information and upload the supporting documents without using any special characters (for e.g. {- * , . / etc}) while completing the Financial Aid Application Form. The student is required to include additional supporting information in the comment box.
 - f. Do not attach password protected copies of attachments.
 - g. Re-read the form to ensure that the information submitted is correct. The Financial Aid decision is based solely on information submitted in the Financial Aid Application Form and no subsequent requests for modifying the information will be entertained.
 - h. Click the SUBMIT Button. Financial Aid Application Forms not submitted will not be processed for Financial Aid.
- 6.4. Haryana Resident students are eligible for a full or partial fee concession as per the Haryana Private Universities Act 2006. However, this aid grant is subject to the submission of Haryana Residence Certificate.
- 6.5. A student has to procure the following documents in advance and keep them ready to upload/attach on the Portal. These documents need to be converted into PDF files of sizes under 2MB. The resolution of the PDF should be 200 DPI, which is readable. Alternatively, the candidates can also attach a zip folder of a zip file not larger than 2 mb containing all the documents.
 - a. Income Tax Returns for the last three years for his/her parents/earning members of the family
 - b. Bank Account Statements for the last 12 months of all earning members of the family
 - c. Details of the family's Financial Assets (movable and immovable property, investments, etc)
 - d. Business Income Tax Returns, Business Bank Statements, Business Financial Statements (Profit & Loss and Balance Sheet for the last two Financial Years) (for Business families)
 - e. Form 26AS (for Business families)
 - f. Loan Statements (mandatory is loan amount is mentioned)
 - g. *Haryana Domicile Certificate (mandatory for availing Haryana Resident benefits)
- 6.6. Remember that the Financial Aid Committee will only consider the documents uploaded online. If the document has not been uploaded online, it will not be considered in the final assessment. Hard copies of the documents or copies of documents on email threads will not be accepted.
- 6.7. Before submitting the Financial Aid Form, the student shall ensure that all the information is correct. Once submitted, no additional information or documents will be accepted either by phone, email or in hard copy.

- 6.8.** Remember to SUBMIT the Financial Aid Form within the deadline. The submission deadline is binding and will NOT be extended. Forms not submitted will not be considered for Financial Aid.
- 6.9.** The Office of Financial Aid will verify and assess the information provided by the candidate. Please note that the parents/guardians may be contacted during this verification process. The Financial Aid Committee reviews each candidate's application and makes a decision. The Committee expects the candidate to provide detailed comments and documents supporting their request for aid. The Committee will not follow up for missing documents. All decisions are final.
- 6.10.** *Haryana domicile students are eligible for a full or partial fee concession as per the Haryana Private Universities Act (2006). However, this financial aid is subject to the submission of their Government issued Haryana Resident Certificate (Domicile). Please note that the University reserves the right to determine the percentage of fee concession.
- 6.11.** Students are awarded the following honors based on an average CGPA calculated for courses taken at the University over the 3 years.
- CUM LAUDE:
CGPA – 3.60
- MAGNA CUM LAUDE:
CGPA – 3.75
- SUMMA CUM LAUDE:
CGPA – 3.90
- 6.12.** The Board of Management retains the right to deviate from, or suspend, any part of these Ordinances for good reason and in the interest of academic standards and / or fairness to students.
- 6.13.** The provisions contained herein above will be subject to review and change from time to time as per the prescribed procedure of the University.

CHAPTER 7

Conduct of Examinations

7.1. The Haryana Private Universities Act, 2006 as per section 37, 38 and 39 broadly stipulate the process of Examination, Declaration of results and Convocation.

7.2. Assignments, Examinations, and Grades

a. Assignments

There are many forms of assessed assignments at the University. These include (but are not confined to)

- i. essays
- ii. projects
- iii. in-class writings
- iv. on-line discussion forum contributions
- v. oral presentations
- vi. Quizzes

b. Examinations

Many but not all courses will have final examinations scheduled for examination week. Whether or not there is an examination, and what form it takes, is at the discretion of the professor.

c. Grading System

For every course, the student will receive a final letter grade. These grades are calibrated to the GPA quality points. The grid below decodes the lettered grades that will be followed at the University, and their relationship to the GPA Quality points. The percentage scores that will earn these grades will be decided by the individual faculty.

Percent	Letter Grade	GPA Quality Points
90 – 100	A	4.0
85 – 89	A-	3.7
80 – 84	B+	3.3
75 – 79	B	3.0
70 – 74	B-	2.7
65 – 69	C+	2.3
60 – 64	C	2.0
55 – 59	C-	1.7
50 – 54	D+	1.3
45 – 49	D	1.0
40 – 44	D-	0.7
< 40	F	0

d. What Grades Mean

A, A- Excellent quality and full mastery of the subject. A grade of A means extraordinary distinction.

B+, B, B- good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.

C+, C, C- adequate comprehension of the course material and the skills needed to work with the course material. indicates the student has met the basic requirements for completing assigned work and participating in class activities.

D+, D, D- barely satisfactory work indicating minimal command of the course materials and minimal participation in class activities.

F unsatisfactory and unworthy of course credit towards the degree.

e. Meaning of other grades that appear on transcripts:

I In exceptional circumstances, a student can petition to take an "Incomplete" for a course if they have not submitted all the required coursework and they have a compelling excuse for not having done so (usually serious illness or a major family emergency). The student must complete a petition for an

Incomplete – the form will be available from the Office of Academic Affairs – which will include the reason for the Incomplete together with a list of work that needs to be completed and a clear timeline for completion. The form must be approved also by the course professor. All incomplete work, except in exceptional circumstances, must be turned in within eight weeks of the end of the semester. After the professor has graded the incomplete work, the student's grade will be adjusted accordingly and the "I" will not stay on his or her transcript.

W If a student withdraws from a course during the semester, the course will remain on the student's transcript but a grade of "W" will be entered.

WF Withdraw with Fail is awarded if the student withdraws from the course after the last date for withdrawal. This impacts the GPA in the same way as a Fail grade

TR These are transferred credits of courses that students has taken at another university. Grades earned as TR are not calculated as part of CGPA.

LOA If a student withdraws from the semester after getting sanctioned leave as per University policy LOA (Leave of Absence) is entered against each course enrolled for in the semester.

AU When a student audits a course, the credits become part of that semester's credit load. A student enrolled for official audit may be required to participate in class discussion, do practicum work, submit written work, and take examinations, as determined by the course instructor. If the audit is completed to the satisfaction of the instructor, a grade of AU is entered for the course.

Grade Point Average, or GPA

A student's GPA or Grade Point Average is calculated each semester on the basis of grades for all his/her courses, including Co-Curricular courses. It is the average number of GPA Quality Points achieved per credit of coursework in the semester.

At the end of each semester, on his/her transcript, the student will receive not only a GPA for the semester but also a cumulative GPA score.

7.3. Academic Distinctions

Class Rank: At Ashoka "Rank in Class" is not computed and not awarded to students.

Dean's List: From the semester of Monsoon 2017 onward, students who get a GPA of 3.65 or above in the semester are on the Dean's List.

For all semesters upto Spring 2017, students who got a GPA of 3.50 or above in the semester were on the Dean's List.

Students are awarded the following honors based on an average CGPA calculated for courses taken at the University over the 3 years.

CUM LAUDE:

CGPA – 3.60

MAGNA CUM LAUDE:

CGPA – 3.75

SUMMA CUM LAUDE:

CGPA – 3.90

- 7.4. The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and / or fairness to students.
- 7.5. The provisions contained herein above will be subject to review and change from time to time as per the prescribed procedure of the University.

CHAPTER 8**Fees Structure**

- 8.1.** The University shall, from time to time prepare its fee structure and shall send it for information to the Government of Haryana at least 30 days before the commencement of the academic session.
- 8.2.** Fee Structure applicable in the year of admission shall be subject to a year on year increase by the Board of Management.
- 8.3.** Fee shall be paid by Cheque / Demand Draft / Bank Transfer/ Internet Banking or any other method approved by the Board of Management made in favour of “Ashoka University”. Student must obtain a receipt for every payment made to the University. Fees shall only be paid at the Finance Office of the University or by using the method prescribed by the University for Bank Transfer/ Internet Banking or any other method approved by the Board of Management. Delayed payments will attract late fee charges and/or interest charges as may be prescribed from time to time. Cheques returned unpaid for any reason shall attract an administrative fee and collection fee as may be prescribed from time to time.
- 8.4.** Refundable Security Deposit shall be refunded in full without interest on production of ‘No Dues Certificate’ from concerned departments/offices on completion or withdrawal from the programme. However costs for any damage or loss caused by the student or any outstanding dues or fines that remain unpaid are liable to be deducted from the refundable security deposit before refund.
- 8.5.** Fee Structure shall be notified as part of the Admission Notice/Admission Brochure for a particular year before start of admission. The fee and fee structure may be revised, as necessary, for every new batch on year to year basis.
- 8.6.** The above rules are subject to review and amendments from time to time as per the prescribed procedure of the University.

CHAPTER 9

Student Residences

The Board of Management will frame appropriate policies, rules and regulations concerning Student Residences from time to time.

CHAPTER 10**Conduct and Discipline Rules for Students**

The Board of Management will frame appropriate policies, rules and regulations concerning the Conduct and Discipline Rules for the Students of the University from time to time.

CHAPTER 11**Cooperation & Collaboration with University & Institutions**

The University may seek cooperation and collaboration with other Universities and Institutions/Organizations of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements wherever necessary, detailing the extent and areas of cooperation, as mutually agreed upon.

The University may enter into cooperation and collaboration agreements with national / international institutions of high academic standards in the areas of mutual interest. Such cooperation may include; visiting faculty for teaching, student mobility both outbound and inbound, research collaboration, short term study opportunities and custom value-add programmes. These avenues of collaboration foster ideas and networks for students, faculty and staff at the institutional level.

Visiting faculty

Faculty from our partner institutions visit campus and teach courses for a semester or more, thereby giving student's academic exposure in cutting edge research and developments in various fields of study.

Faculty Collaboration and Research

Ashoka faculty have collaborative projects with global institutions in the fields of Political Science, Psychology, Journalism, Media studies and more.

Study Mobility***Outbound mobility***

Ashoka students have a unique chance to travel abroad to study and experience new cultural and academic environments at international institutions. Courses undertaken abroad count towards the credit requirements for graduation.

Summer Abroad***Semester Abroad******Inbound mobility***

Ashoka also welcomes international students from partner universities and others for studying at Ashoka for a semester or a year.

Visiting Students Programme

The area of cooperation and collaboration may also include curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer / winter internships, placements, conferences/seminars and workshops etc.

The University may enter into cooperation and collaboration agreements with organizations, research institutions and industries, both Government and Private, in the areas of research, teaching, training, internship, summer / winter placements, employment for the students; and for training teachers of various faculties / departments, Scientific Publications with joint authorship, IPR matters and patent filing & benefit sharing and to organize conferences/seminars and workshops in collaboration with them.

The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the competent authority.

CHAPTER 12**Creation, Composition and Functions of Any other Body for Improvement in Academic Affairs**

The University may setup additional bodies or choose from structure of existing bodies, invite national & international renowned consultants and experts from time to time to provide contemporary inputs for inspiring overall academic affairs at the University.

CHAPTER 13**Doctor of Philosophy Ph.D. Programmes****13.1. Overall:**

The program will cater to all disciplines in Humanities, Social Sciences, Mathematical Sciences and Physical Sciences.

It is recommended that in due course of time Ashoka University will start an MA/MSc program in areas where there exist significant student interest and availability of faculty and lab resources. Other than a belief that such a program would naturally feed into the PhD program, it is felt that Ashoka University should close the gap between the two degree programs, viz. BA/BSc on the one hand and PhD on the other. An MA/MSc program may be offered as a 5-year program integrated with corresponding BA/BSc degree, or one integrated into the PhD program. There may be provision for a student to leave upon completing the requirements for BA/BSc degree or MA/MSc degree, as the case may be.

A limited number of university "Teaching Assistantship" (or TA-ships) will be established.

Depending upon availability of research grants, one or more "Research Assistantships" (RA-ship) will be established.

PhD students who receive a TA-ship or an RA-ship will devote full-time to the PhD program.

Students with scholarship from UGC, CSIR or "partner" organizations are particularly encouraged to seek admission. They will devote full-time to the PhD program.

PhD students who do not receive a TA-ship or an RA-ship from Ashoka University, UGC, CSIR or a "partner" organization are considered to be "self-sponsored".

13.2. Eligibility:

Students with an MSc/MA/MCom/BTech degree with 55% or more or MPhil/MTech degree with 55% or more are eligible.

Students admitted must have good understanding of proposed area of research.

Students must exhibit high level of commitment to pursue research.

13.3. Admission process:

Students will be admitted to the PhD program at the beginning of each semester. Individual departments may decide to admit students in Monsoon semester only. Other departments may, however, admit PhD students in both semesters.

Advertisements on Ashoka University website will be placed round the year.

Posters will be sent to select few colleges in country by post/email once every year in March/April.

Applications for admission and their processing will be done using electronic means.

The respective departments will:

1. conduct an admissions test,
2. interview applicants,
3. recommend in order of merit the list of candidates to be admitted (and those wait-listed, if any), and
4. recommend in order of merit the list of candidates to be offered TA-ship or RA-ship (and those wait-listed, if any).

The final lists of students to be admitted or those offered TA-ship or RA-ship (together with those wait-listed, if any) will be together approved at the university level by Dean (Graduate Programs) jointly in consultation with Program Coordinators of various departments.

The final list of students to be admitted or those offered TA-ship or RA-ship (together with those wait-listed, if any) will be suitably displayed on the university website. The letters of admission and/or assistantship will be dispatched by Office of the Dean(Graduate Programs), with copy to respective Program Coordinators of various departments for necessary follow-up.

The entire admissions process (including dispatch of letters of admission/assistantship) should be completed before July 31, and similarly before November 30 each year.

13.4. Faculty supervisor(s):

Only those faculty members with a PhD are eligible to supervise a PhD student.

Normally, up to two supervisors may jointly supervise a PhD student.

At least one supervisor should be from the department in which the student is admitted, while the co-supervisor, if any, may be from the same or another department. Based on an established need, a faculty member or a researcher from another organization may be co-opted as a co-supervisor.

Further, once the supervisor(s) from within Ashoka University has been identified, he/she is encouraged (but not mandated) to seek out an expert in the field from within or outside Ashoka University. The expert will collaborate with the supervisor(s) in advising the student. Among others, the expert (i) may (together with the supervisor(s)) help the student identify the right problem to work on, (ii) may as necessary mentor the faculty supervisor(s) from Ashoka University (particularly those that are young), (iii) may provide an opportunity to the scholar to spend some time in the expert's lab, etc. The expert could simply be made member of Student Research Committee (see below). Alternatively, he/she may be identified as a co-supervisor.

The supervisor(s) will be appointed by the Program Coordinator of each individual department while taking into account (a) match between supervisor's (and co-supervisor's) specialization and area of proposed research, (b) student preference(s), and (c) number of students being supervised by individual faculty members.

It is expected that there will be equitable distribution of PhD students across different disciplines and across different faculty members within a discipline.

13.5. Formal admission to "candidacy":

A student with an MPhil/MTech is required to successfully complete the following within 1 ½ years from date of admission into the PhD program (or 2 years from date of admission for a student with an MSc/MA/MCom/BTech):

1. A student with an MPhil/MTech must complete a minimum of 8 credits of course-work (or 2 to 3 courses) with an average grade 7.5/10 or better. However, a student with an MSc/MA/MCom/BTech must complete a minimum of 24 credits of course-work (or 6 to 7 courses) with an average grade 7.5/10 or better. The course-work will include at least one 3 to 4 credits course on Research Methodology.
2. Upon completion of his/her course-work, a student is expected to demonstrate that he/she possesses:
 - a. the required depth of knowledge to undertake proposed research, and
 - b. adequate knowledge in one or more areas within the discipline but in areas that are distinct from his/her proposed area of research.

The procedure to assess depth and breadth of knowledge of PhD students will be developed by the department and made applicable to all students in the department, but only after it is approved by Dean (Graduate Programs). Such a procedure may include:

 - a. an assessment of student's performance in course-work followed by (i) an oral viva-voce examination following a 45-min seminar by him/her on a topic other than his/her area of research, and/or
 - b. the student will opt for and clear at least two qualifying examination(s) from amongst three or more qualifying examinations within the discipline conducted by the department, and/or
 - c. any procedure recommended by the department, but subsequently approved by the Dean (Graduate Programs).
3. The student should prepare and orally "defend" a "Research Plan" before "Student Research Committee (SRC)" specifically constituted for each individual PhD student.

The SRC for each individual student, and chaired by the student's supervisor, will be appointed by the Program Coordinator of the Department before the student plans to defend his/her Research Plan. It will include as members: (a) co-supervisor, if any, and (b) two faculty members who specialize in a related area, one of whom is from a different department or outside Ashoka University.

The primary role of SRC is to periodically monitor progress of the student, provide technical inputs in the form of references, contacts, etc., help overcome constraints, bottlenecks, etc., and assess his/her dissertation before it is sent for evaluation by external examiners.

13.6. Continuation in PhD program:

For purpose of continuation of existing students in the PhD program, a review of progress towards completion of PhD program and assessment of past performance will be completed by the SRC of individual PhD students twice each year in May and December.

A minimum GPA approved by component authority from time to time is necessary for continuation in the PhD program.

PhD program should be completed within 6 years from date of admission to the program. Based on need or justification, an extension of up to 1 year may be recommended by SRC, and granted by Dean (Graduate Programs). This is particularly applicable to students with physical handicap or with female/male scholars who have taken maternity/paternity leave.

13.7. Award of PhD:

Once admitted to candidacy, the student must:

1. write up his/her research in the form of one or more research or working paper(s) and present them at peer-reviewed research conferences/workshops of international repute, submit them for publishing in peer-reviewed journals of international repute, or write up his/her research as a compilation of essays to be published as a book (note, subject to approval by Dean (Graduate Programs), individual departments will develop acceptable norms for the manner (viz. form and forum) in which research should be placed for public access, review and study),
2. document the outcome of his/her research in the form of a draft PhD dissertation,
3. subject the draft dissertation for possible plagiarism using a standard software,
4. present his/her work in the form of an open seminar in Ashoka University before an audience that includes members of his/her SRC, and
5. submit the draft dissertation to his/her SRC for its (internal) assessment.
 - Post a positive assessment by SRC, the PhD dissertation is sent to at least two external researchers, and to supervisor(s) for their formal assessment and recommendation.
 - A panel of six external examiners is identified by the supervisor(s) and vetted by the Program Coordinator. The Dean (Graduate Programs) will select the first two examiners from the panel and seek their agreement to examine the dissertation. In case an examiner is unavailable, the Dean will go down the list and explore other names in the order in which the names are listed. While going down the ordered list of potential examiners, the Dean may skip an examiner, but do so only after consulting the concerned Program Coordinator and putting his/her reason(s) for doing so in writing.
 - Each external researcher recommended by the Program Coordinator should be currently active in the research area as evidenced by his/her recent research publications.
 - Each external examiner as also each supervisor and co-supervisor will independently recommend either of:
 1. “the dissertation is accepted without any revision”,
 2. “the dissertation is accepted subject to suggested changes/clarifications are incorporated in the dissertation and presented at time of viva-voce”,
 3. “the dissertation is revised and submitted for re-examination”, or
 4. “the dissertation is rejected outright”.
 - Once, the “dissertation is accepted without any revision” or “the dissertation is accepted subject to suggested changes/clarifications are incorporated in the dissertation and presented at time of viva-voce” unanimously by the external and internal examiners, the SRC will formally conduct a viva-voce examination in the presence of at least one, but preferably both, external examiners. The examination will be open to all faculty members and students from Ashoka University.
 - Post viva-voce, a copy of the dissertation is deposited with the INFLIBNET, and with Ashoka University Library.

13.8. Fees:

Tuition fee: Rs. 12,500 per semester.

One time admission fee: to be at par with that paid by other students.

Fee for application for admission: to be at par with that paid by other students.

Dissertation assessment fee: Rs. 15,000 for the first time, and Rs. 5,000 the second/third time.

The quantum of fees paid by PhD students will be reviewed from time to time.

13.9. TA-ships and RA-ships:

- Several TA-ships will be established Aug 2017 by Ashoka University. A few more TA-ships may be established in partnership with other organizations.
- Depending upon availability of research grants, one or more RA-ships will be established, and paid for by the research grants.
- An RA-ship will be at par with the TA-ship. If situation so demands, a half RA-ship can be combined with a half TA-ship to support one Ph.D. student.
- A Ph.D. student with an M.Phil./M.Tech. may be appointed TA or an RA for up to 4 years, whereas a student with an M.Sc./MA/B.Tech. may be appointed TA or RA for up to 5 years. (Note: students who have completed an MA/M.Sc. only at the time of admission to PhD program will generally require an extra year to complete their course-work.)
- All Ph.D. students who have been awarded TA-ship established by Ashoka University or those receiving scholarship from UGC, CSIR or “partner” organizations are expected to work for 8 hours/week assisting with teaching courses. Assistance in teaching will include (among others) supervision of students’ lab-work, grading assignments, quizzes, or lab reports, data collection and/or analysis, and maintenance of LMS. TAs will be assigned to courses (or duties) by the Program Coordinator of the Department.
- An RA is expected to work 8 hours/week assisting with research that is aligned with the goals set for the research grant. He/she will be appointed by (and work under guidance of) the Principal Investigator of the research project.

13.10. Appointment as TA or RA:

- Decision concerning award of TA-ship or RA-ship to newly admitted PhD students will be taken at the time of admissions (viz. before end-July, end-November).
- Continuation of TA-ship or RA-ship to existing students will be taken by the Program Coordinator of the Department, and will be based on:
 1. A review of progress towards completion of PhD program, including performance in course-work (minimum expected GPA of 7.5), and
 2. An assessment of performance as a TA or RA.
- The decision concerning continuation of TA-ship or RA-ship to existing PhD students will be taken before end-June, end-December.

13.11. Stipend:

- The monthly stipend paid to all PhD students selected as TAs or RAs funded by Ashoka University will be Rs. 35,000 per month. In due course of time, the university will review this and find ways to pay a higher stipend to PhD students who have successfully completed the required course-work and have defended their “Research Plan”.
- A contingency grant of Rs. 20,000 per annum will be made available to each TA or RA, but starting with the semester following the student’s “admission to candidacy”.
- The monthly stipend and annual contingency grant given to PhD students who receive a scholarship from UGC, CSIR or a partner organization will be decided based on terms covering the scholarship itself.
- The quantum of stipend paid to TAs or RAs will be reviewed periodically.

13.12. Housing:

- On-campus housing will be provided to TAs and RAs funded by Ashoka University only if it is available. In case on-campus housing is not available, Rs. 7,000 pm rent allowance will be paid towards off-campus housing.
- On-campus housing will be provided to TAs and RAs receiving scholarship from UGC, CSIR or a partner organization only if it is available. In case on-campus housing is not available, rent allowance will be paid as per the terms covering the scholarship itself.
- The quantum of rent allowance paid to TAs or RAs will be reviewed periodically.

13.13. Monitoring & reporting progress of PhD program:

- At the end of every semester, the Office of the Dean (Graduate Programs) will prepare and share a report highlighting success or progress of the Ph.D. program. The report will include data on:

Report produced at the end of every semester/year:

Part 1	Monsoon semester	Spring semester
No. of applications received for admissions to Ph.D. program		
No. of candidates called for test & interview		
No. of candidates offered admission		
No. of candidates reporting and joining		
No. of Ph.D. students in the program at the end of semester		
No. of candidates offered TA-ship or RA-ship		
No. of candidates offered TA-ship or RA-ship reporting and joining		

Part 2	Monsoon semester	Spring semester
No. of Ph.D students in the program at end of semester		
No. of scholars who have left the Ph.D program		
No. of scholars who have submitted dissertation for evaluation		
No. of scholars who have successfully defended dissertation		

Part 3	Monsoon semester	Spring semester
TA-ships established using funds from Ashoka University		
Total no. of TA-ships established		
No. of TA-ships continuing from earlier semesters		
No. of TA-ships awarded this current semester		
No. of TA-ships remain unused		
RA-ships established using research grant received by from Ashoka		
Total no. of RA-ships established:		
No. of RA-ships continuing from earlier semesters		
No. of RA-ships awarded this current semester		
No. of RA-ships remain unused		
Scholarships from UGC, CSIR, other partner organizations		
No. of scholars continuing from earlier semesters		
No. of scholars admitted this current semester		
Self-sponsored scholars		
No. of scholars continuing from earlier semesters		
No. of scholars admitted this current semester		

CHAPTER 14

Amendment and Repeal of Ordinance

Notwithstanding all that has been stated above, the prescribed authority has the right to modify, amend and/or repeal the above Ordinance, or any part thereof, from time to time.